DOCUMENT RESUME

ED 086 094 HE 004 999

| | |
|---|---|
| TITLE | Agreement Between the Association for Higher Education of Shoreline Community College and the Board of Trustees concerning Salary, Working Conditions, and Related College Policies 1973-74. |
| INSTITUTION | Shoreline Community Coll., Seattle, Wash. |
| PUB DATE | 73 |
| NOTE | 11p. |
| EDRS PRICE | MF-$0.65 HC-$3.29 |
| DESCRIPTORS | *Community Colleges; *Contracts; *Higher Education; *Negotiation Agreements; Retirement; Teacher Evaluation; *Teacher Salaries; Teacher Welfare; Teaching Benefits; Teaching Conditions |
| IDENTIFIERS | *Shoreline Community College; Washington Education Association |

ABSTRACT

This document presents the agreement between the Association for Higher Education of Shoreline Community College and the Board of Trustees concerning salary, working conditions, and related college policies for the period from July 19, 1973 to June 30, 1974. The articles of the agreement cover initial placement of teaching faculty, salary increases, professional coordinating council, professional responsibilities, student and instructional related activities, sabbatical leaves, leaves of absence, insurance benefits, retirement, salary for extra classes and duties, and the college system of evaluation. (PG)

FILMED FROM BEST AVAILABLE COPY

Shoreline Community College
Washington
NEA
2 year

ED 086094

SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN

# AGREEMENT BETWEEN THE ASSOCIATION FOR HIGHER EDUCATION OF SHORELINE COMMUNITY COLLEGE AND THE BOARD OF TRUSTEES CONCERNING SALARY, WORKING CONDITIONS, AND RELATED COLLEGE POLICIES 1973-74

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

## I. PURPOSE

The purposes of this agreement are to:

A. Attract professionally competent individuals who are of immediate value to the College and retain those who are of proven value.

B. Provide opportunity for teachers to achieve professional distinction and corresponding salary recognition.

C. Set forth the salary and certain rights and responsibilities of all professional faculty.

## II. INITIAL PLACEMENT OF TEACHING FACULTY

The initial salary for a newly contracted staff member shall be determined by the College President or his designee through consultation with the appropriate administrator and the incoming staff member within the following guidelines:

A. The minimum salary for an incoming staff member with a Master's degree or its equivalent shall be $9,000.

B. The maximum dollars per experience increment shall be $350 for each year.

C. No more than one increment may be awarded for each year of full-time college teaching experience.

D. No more than one increment may be awarded for each year of full-time non-college teaching experience which directly relates to the Shoreline Community College assignment.

E. In evaluating part-time college teaching experience, including teaching assistant experience, 35 quarter credit hours shall be used as the basis for determining annual full-time teaching equivalency.

F. No more than one increment may be awarded for each year of full-time vocational work experience which directly relates to the Shoreline Community College assignment.

HE004 999

III. INCREASES

A. Method of College-wide Distribution

1. The full-time salary for a 180-day contracted professional staff member shall be determined in accordance with the following schedule:

| 1972-73 Full-time 180-Day Contracted Salary | Increment | Cost-of-Living | Differential Increase |
|---|---|---|---|
| $17,500 - $18,000 | $450 | 5% | $ 24 |
| $17,000 - $17,499 | $450 | 5% | $ 47 |
| $16,500 - $16,999 | $450 | 5% | $ 59 |
| $16,000 - $16,499 | $450 | 5% | $ 70 |
| $15,500 - $15,999 | $450 | 5% | $ 83 |
| $15,000 - $15,499 | $450 | 5% | $ 94 |
| $14,500 - $14,999 | $450 | 5% | $106 |
| $14,000 - $14,499 | $450 | 5% | $118 |
| $13,500 - $13,999 | $450 | 5% | $129 |
| $13,000 - $13,499 | $450 | 5% | $141 |
| $12,500 - $12,999 | $450 | 5% | $164 |
| $12,000 - $12,499 | $450 | 5% | $188 |
| $11,500 - $11,999 | $450 | 5% | $212 |
| $11,000 - $11,499 | $450 | 5% | $235 |
| $10,500 - $10,999 | $450 | 5% | $258 |
| $10,000 - $10,499 | $450 | 5% | $282 |
| $ 9,500 - $ 9,999 | $450 | 5% | $306 |
| $ 9,000 - $ 9,499 | $450 | 5% | $329 |
| Less than $ 9,000 | $450 | 5% | $352 |

2. Professional staff members shall receive 1/180 of their 1973-74 salary for each additional contracted day.

3. A full-time contract is defined as full-time employment for at least the academic year which includes fall, winter and spring quarters. Any variance from the customary academic year contractual relationship must be agreed to in advance by the professional staff member and his Division Chairman or other appropriate administrator and the College President or his designee.

4. The maximum base salary for a full-time faculty member with a Master's degree or equivalent shall be $18,850.

B. Variances

1. The College President may request the Professional Coordinating Council* to withhold part or all of a staff member's increment if the staff member is given a written statement of the reasons by the appropriate

* See Section IV regarding Professional Coordinating Council

administrator. In the event that a staff member does not agree with the given reasons, the matter shall be referred to the PCC for consideration. In the event that the PCC and the College President do not agree, the matter shall be referred through existing grievance procedures to the Board of Trustees for resolution.

2. The College President may request the PCC to increase the salary of a member of the professional staff. In the event that the PCC and the College President do not agree, the matter shall be referred through existing grievance procedures to the Board of Trustees for resolution.

IV. PROFESSIONAL COORDINATING COUNCIL (PCC)

A. Except in those instances as specified within this document, the PCC shall act as interpreter and arbiter of questions concerning the salary provisions of this document. However, the Board of Trustees shall have the responsibility and authority for making the final decision.

B. Membership of the PCC shall be as follows:

1. Executive Vice President -- Chairman

2. Members of the current Salary Committee

C. Meetings of the PCC may be called at the request of the chairman or by any two members of the PCC.

D. The chairman of the PCC shall vote only in the event of a tie.

V. PROFESSIONAL RESPONSIBILITIES

A. Each Division Chairman or other appropriate administrator shall take as his responsibility the determination of a full and equitable assignment for each staff member in his unit. In carrying out this function, he shall seek consultation from planning committees and/or staff members of the administrative unit. A Division Chairman shall have final authority and responsibility at the divisional level for the determination of full and equitable assignments and the formulation of class time schedules. The Executive Vice President shall have the authority and responsibility for the review and approval of such assignments in terms of their equity and fiscal impact upon available College resources.

B. Not more than eight hours time shall elapse between the beginning of the first class and the end of the last class taught by any faculty member as a part of his annual contract. In the event that circumstances necessitate a deviation from the above, the assignment must be made with the consent of the individual faculty member involved, with provision for compensatory time.

C. Faculty members shall meet classes as assigned and published in the official class time schedule. Variations from the official class time schedule may be arranged by the faculty member with the approval of the Division Chairman or other appropriate administrator after consultation with planning committees and/or staff members of the administrative unit.

D. All instructors shall be available on campus during their scheduled final examination hours.

VI. STUDENT AND INSTRUCTIONAL RELATED ACTIVITIES

A. Full-time assignments of some faculty members include advising and coaching. These faculty members shall be given the option of receiving a stipend or having their teaching assignment adjusted in accordance with the following schedule:

| Activity | Percent of Annual Full-time Assignment | Stipend |
|---|---|---|
| **Coaching** | | |
| Baseball, Head | 15 | $1,080 |
| Basketball, Head | 25 | $1,800 |
| Basketball, Assistant | 15 | $1,080 |
| Cross-country, Head | 10 | $ 720 |
| Golf, Head | 10 | $ 720 |
| Skiing, Head | 10 | $ 720 |
| Track, Head | 25 | $1,800 |
| Track, Assistant | 10 | $ 720 |
| Wrestling, Head | 15 | $1,080 |
| **Advising** | | |
| Bands | 25 | $1,800 |
| Choirs | 25 | $1,800 |
| Debate | 15 | $1,080 |
| Ebbtide | 25 | $1,800 |
| Mid-Management | 25 | $1,800 |
| Spindrift | 10 | $ 720 |
| Theatre | 25 | $1,800 |
| Theatre Groups | 25 | $1,800 |

Advising and coaching assignments performed by other than full-time contracted staff at Shoreline Community College shall be paid at the stipend rate.

B. The compensation paid to advisors of non-credit student activities shall be established by the Student Affairs Council each spring for the following year on the basis of a schedule approved by the Board of Trustees. For the 1973-74 academic year, the schedule for such advisors shall be as follows:

Advisor I - Serves as a campus communication link for his group, assumes inherent liability exposures, moderates at those programs which require an experienced person, signs requisitions, arranges for campus resources to be made available to assist programs, and informs the Director of Student Activities that a group wishes to dissolve whenever the students in the group so choose, or when the advisor observes lack of continued student interest.

Rate: $75 per year

Advisor II - In addition to Advisor I responsibilities, this advisor attends the group's meetings, travels with the group on their field trips, prepares requisitions, distributes orientation information to new members, makes an effort to make resource people and materials available to solve group problems, and in other ways assumes an active role.

Rate: $300 per year

## VII. SABBATICAL LEAVE

Sabbatical leaves are available to the faculty members in service to the College and to the State community college system and are granted by the Board of Trustees upon the recommendation of the College President. Such leaves provide an opportunity for professional improvement, enrich the individual and benefit the College.

### A. Conditions and Terms

1. Up to but no more than 3% of the full-time staff represented in this agreement may be granted a sabbatical leave in any one year.

2. A member of that full-time staff may apply for sabbatical leave after completing at least nine consecutive full-time quarters exclusive of summer quarter at Shoreline Community College. Compensation shall be computed at up to 4% of his salary per quarter of contracted service, exclusive of summer quarter. Experience at other State-supported community colleges credited to him upon hiring at Shoreline shall be allowed in the computation of compensation. A maximum of 18 quarters may be counted, resulting in a maximum compensation of 72% of salary. In the event that 4% per quarter cannot be realized, each recipient shall receive the same percentage compensation per quarter of service.

3. Sabbatical leave recipients are not ordinarily expected to engage in full-time employment during the period of sabbatical leave. Should the recipient propose to do so, he must justify his plans in terms of the general spirit of the sabbatical leave program.

4. Acceptance of a leave implies an obligation to return to active duty as a member of the professional staff for at least one contract year following the leave. Should a person not return, a refund of the total sabbatical leave stipend must be made unless the Board of Trustees approves an exception. The College shall be obligated to reassign a person returning from his sabbatical leave to a professional position for which he is qualified.

5. The length of the leave shall be no less than one quarter and no more than one academic year.

6. With the exception of seniority for sabbatical leaves, other benefits accrue to the staff member while he is on sabbatical leave as though he were on regular contract.

B. Procedures for Application

1. A professional staff member wishing a sabbatical leave must apply through his Division Chairman or other appropriate administrator to the College President by January 15 of the academic year preceding the proposed leave. The candidate shall be notified of the Board's decision by February 15 or as soon thereafter as practicable.

2. All sabbatical recommendations shall be submitted to the President's Office by February 1, by the PCC. These recommendations shall be based upon selection criteria set by the PCC. The criteria shall be consistent with this document and shall be published by November 15, and shall remain fixed throughout the evaluation period.

   Selection criteria include recognition of applicants whose leave plans, in light of the applicants' past contributions to Shoreline Community College, appear to constitute the worthiest projects and shall be judged to contain the greatest anticipated enrichment of the applicants and potential betterment of the College.

3. Seniority is a deciding criterion when competing applications have been judged to be of equal merit. When seniority is the deciding element and is equal, applicants with the greater number of quarters accumulated at Shoreline shall have preference over those who are counting experience at other Washington State-supported community colleges.

   Seniority shall be the number of quarters of full-time service with Shoreline Community College, or number of quarters with Shoreline Community College plus number of years of experience with Shoreline School District No. 412 prior to April 3, 1967, or number of quarters with Shoreline Community College plus number of quarters at other Washington State-supported community colleges.

Experience in District No. 412 shall not be counted toward seniority if employment by Shoreline Community College began after April 3, 1967. Summer quarters and/or extended contracts are not counted in computation of number of quarters.

Leaves of absence do not build toward sabbatical seniority. At the end of a sabbatical leave, regardless of length, sabbatical seniority shall revert to zero.

VIII. ILLNESS, INJURY, BEREAVEMENT, MATERNITY, PATERNITY, AND EMERGENCY LEAVE

A. Any full-time member of the professional staff shall be granted fifteen days of leave upon the first day on which his initial assignment begins. After three quarters of employment, the full-time professional staff and new professional staff members shall accumulate such leave at a rate of five days per quarter for each quarter of full-time employment up to a maximum of 180 days. Such leave shall be credited to the employee's sick leave account on the basis of one day for each eighteen calendar days of the quarter. Such leave may be used for illness, injury, bereavement, disability because of childbirth, home demands because of paternity, or for other emergencies.

B. Disability leave because of childbirth is granted upon the advice of the attending physician. Two days for paternity leave because of childbirth shall be allowed. Upon the advice of the attending physician, consideration shall be given to the extension of those allowed days.

C. Commencing with the first hour in which his assignment begins, each associate faculty shall be granted sick leave on the following basis: one hour of sick leave quarterly for each weekly contact hour, cumulative to a maximum of sixty hours.

D. A faculty member shall submit a request for leave under this section to his Division Chairman or other appropriate administrator for ratification by the President's Office.

IX. LEAVE OF ABSENCE

A. Upon recommednation of the College President, a leave of absence may be granted by the Board of Trustees to any member of the full-time professional staff.

B. The College shall be obligated to reemploy to a professional position for which he is qualified a member of the staff who has been on an approved leave of absence. Seniority and other benefits shall not accrue to a staff member while on leave of absence. By March 15 of his year of leave, the individual member on leave must notify the College of his intent to return.

C. No person shall receive a leave of absence for more than two consecutive contract years.

D. A leave of absence may be for such purposes as the following: (1) study, (2) travel, (3) illness, (4) maternity, (5) special assignments, and (6) occupational experience appropriate to his discipline.

E. A leave of absence normally shall not be granted to professional staff members accepting full-time employment with other institutions and/or organizations.

X. INSURANCE BENEFITS

A. In addition to salary or other benefits the College shall pay, at the option of the individual staff member, not more than $20 per month on the premiums for term life, long term disability insurance, and medical insurance in that order.

B. For returning contracted staff members, the total balance of the premiums in X-A in excess of $20 per month shall be deducted from the staff member's paycheck with the premiums for August and September deducted from the May and June checks.

C. Associate faculty who are teaching 50% or more of a full annual assignment shall be entitled to a proportion of the insurance premiums paid by the College if provided for by the following College-approved plans:

1. King County/Phoenix Mutual
2. Group Health Cooperative
3. Safeco
4. Crown Life Insurance Company

XI. RETIREMENT

A. Every professional staff member employed more than 4/5 of full-time for 90 days or more is required to become a member of Teachers Insurance and Annuity Association-College Retirement Equities Fund unless he is already a member of Washington State Teachers Retirement System or Public Employees Retirement System. A non-vested member of WSTRS or PERS may defer his option to transfer to TIAA-CREF until his pension is vested, at which time he must make a decision between TIAA-CREF and WSTRS or PERS. (Five years of membership credit is required to be vested in WSTRS or PERS.)

B. All professional staff members will contribute through payroll deduction to OASI (Social Security).

C. Retirement of professional staff members normally shall occur at the completion of the college year in which the age of 65 is reached. Persons 65 or older who, in the judgment of the College President, are essential to the continuance of a program, may be employed only on an appointment basis. Retirement shall be mandatory at the completion of the college year in which the age of 70 is reached. For the purposes of

this section only, the college year shall begin on September first and end on the thirty-first day of the August next following. The College should make every effort to notify any professional staff member who is to be retired at the end of the college year by October 1 of that college year.

XII. TAX DEFERRED ANNUITIES

Faculty members may participate in College approved tax deferred annuity plans currently available to College staff members.

XIII. SALARY FOR ASSOCIATE FACULTY MEMBERS AND FOR EXTRA CLASSES AND DUTIES

A. The salary for an associate faculty member whose responsibilities are primarily classroom instruction and regular office hours shall be computed as follows:

1. Master's degree or equivalent:

Salary = $9,000 x 81% x (% of regular assignment)

2. Less than Master's degree:

Salary = $9,000 x 75% x (% of regular assignment)

In both A-1 and A-2 regular assignment is determined by the Division Chairman.

3. The minimum salary for community service instructors will be $8.65 per contact hour.

B. The salary for an associate faculty member who is requested by the College to participate in extracurricular responsibilities and, in general, is requested to be involved in campus activities will normally be computed as follows:

$$\frac{\text{Number of days}}{180} \times \$9{,}000 \times \text{The fraction of a full-time professional load actually assigned}$$

This particular salary scale may be applied by the Division Chairman after consultation with the associate faculty member and the full-time faculty in the appropriate discipline subject to the final approval of the College President or his designee prior to the providing of the extra service. Because the governance structure requires the service of associate faculty members on the Faculty Senate and the Salary Committee, associate faculty members holding these positions shall be paid a stipend of $150 per quarter for each position for fall, winter and spring quarters.

C. An associate faculty member whose major professional commitment is to Shoreline Community College and who can be assured of a teaching load of at least 8 credit hours per quarter for the regular 3-quarter academic year may be offered a 3-academic-quarter assignment on the application of the Division Chairman subject to final approval by the College President or his designee.

The salary for such an assignment shall be calculated as the percentage of the regular full-time contracted salary rate.

Such an assignment shall entitle the recipient to insurance and retirement benefits to be paid by the College at a percentage of a full teaching assignment carried. Associate faculty members receiving such assignments shall be provided with office facilities and telephone extension numbers. Benefits outlined above shall be limited according to the restrictions specified in the individual health care and retirement plans.

D. An associate faculty member not covered by XIII-C will be sent a letter of intent by his Division Chairman prior to the beginning of each quarter, specifying his responsibilities and benefits and stipulating that any course assigned him may be cancelled if the number of registrants is judged by the College President or his designee to be insufficient.

E. Extra Classes

1. Full-time faculty who teach extra classes during fall, winter or spring quarters shall be paid for each extra class according to Section XIII-A.

2. Contracted faculty shall not teach extra classes in excess of one-third of a full load per quarter.

3. Normally, if contracted faculty teach extra classes, the total span of on-campus responsibilities shall exceed eight hours.

XIV. SUMMER QUARTER, 1973

A. The College will normally operate a summer quarter which will entail classes, both academic and vocational, which are of sufficiently high demand to warrant their inclusion in the summer quarter time schedule. In addition, certain special courses and special programs may be developed to meet the particular needs of the summer school student body and the college district.

B. Faculty members who desire to work on an extended contract may do so if there are funds available and the proposed activity is approved by the

Division Chairman and the College President. The extended contract may be based upon the 1/180 factor or a fraction thereof depending on the amount of service provided.

The following activities are deemed appropriate:

1. Special teaching programs outside the classroom or combining classroom and out-of-class work.

2. Teaching and research--Other activities that will benefit the College, staff members and the community may be included in this provision under the same conditions that apply to the two specified.

C. Pay for faculty members whose work is limited to classroom instruction and office hours shall be based upon the following:

Salary = (base 1972-73 annual salary) (.264) (% of regular full assignment) where "base 1972-73 annual salary" shall be the contracted salary and "regular full assignment" as determined through procedures stipulated in Section V-A of this agreement.

XV. COLLEGE-WIDE SYSTEM OF EVALUATION

A. The purpose of this evaluation system is to provide information for each professional staff member of the College concerning the quality of his work. The data collected from these evaluations shall be used for self-improvement.

B. This system shall contain only two basic institution-wide requirements:

1. All tenured faculty members shall be evaluated at least once every three years.

2. Evaluation systems developed by instructional divisions and other administrative units shall be based upon peer evaluation; student evaluation, where appropriate; and self evaluation.

C. Individual administrative units shall be free to weigh the elements outlined in XV-B-2 as they see fit. Furthermore, all such units shall be free to develop their own procedures and instruments within the parameters given in XV-A and B.

XVI. The terms and conditions contained in this document are subordinate to the laws of the State of Washington as now enacted or as may be enacted or amended during the term of this agreement. This agreement shall remain in effect until June 30, 1974.

SIGNED this 19th day of July, 1973.

FOR: ASSOCIATION FOR HIGHER EDUCATION OF SHORELINE COMMUNITY COLLEGE

BY: Dennis Peters
Dennis Peters, President

FOR: BOARD OF TRUSTEES OF SHORELINE COMMUNITY COLLEGE

BY: Robert G. Leonard
Robert G. Leonard, Chairman

Approved as to form:

Richard H. Holmquist
Assistant Attorney General